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100-3379

JUL 15 1953

MEMORANDUM FOR: Personnel Director  
Chief, Medical Staff  
Director of Security

SUBJECT : Procedure for Reviewing Suitability of Applicants for CIA  
Employment

1. The CIA Career Service Board at its meeting on 13 July 1953 reaffirmed its determination that the Professional Selection Panel should no longer exercise the function of examining individual cases of applicants for the purpose of determining employment suitability. Appropriate steps are being taken to make necessary changes in Agency Regulations to reflect this instruction.

2. It is imperative that the Offices of the Deputy Director (Administration) organization which participate in applicant processing activities properly fulfill their responsibilities for ensuring effective selection procedures. It is important that marginal administrative information which may lead to the decision that an individual applicant is not suitable for appointment be pooled and coordinated among those offices and subjected to systematic evaluation before a decision affecting appointment is made. Marginal administrative information may be data which is incidental to the information developed by an office to enable it to apply the employment standards for which it has responsibility; it may be data which is of such character that standing alone it does not justify a decision to reject an applicant for employment. Occasionally, information of this kind acquires greater significance when related to other marginal information in the possession of other offices.

3. Consistent with the objectives mentioned in the foregoing paragraph, the following system will be used to coordinate the operations of the Security, Medical, and Personnel Offices, with respect to the use of marginal administrative information:

a. Each Office will make certain that marginal administrative data pertaining to applicants is flagged and brought to the attention of a designated official of the Office.

b. The official designated for this purpose by his office will meet with a similarly designated representative from each of the other two offices. These meetings will be held upon the call of the Chairman, unless regular meetings are scheduled. The representative of the Personnel Office will serve as Chairman of the meeting.

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c. Marginal information flagged in accordance with sub-paragraph a. above will be discussed as fully as possible, and each office representative will be prepared to contribute as much information in the possession of his office as is consistent with professional medical or security operating standards.

d. All information considered by the three office representatives will be carefully weighed in order to prepare a recommendation for appropriate action to the Personnel Office.

e. If the recommendation of the office representatives is adverse to the applicant, the Personnel Office will so inform the office requesting his appointment. In the event the requesting office wishes to appeal the decision, such appeal should be made to this Office. If no agreement can be reached, further appeal may be directed to the Inspector General.

h. The procedures outlined in this memorandum become effective immediately. Installation of this machinery does not alter existing responsibilities of the Offices concerned. Each Office will continue to disqualify applicants who do not measure up to the employment standards for which the Office has functional responsibility.

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L. E. WHITE  
Acting Deputy Director  
(Administration)

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